



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## SPECIAL FUND PROGRAM ADVISOR

Job Number: 20000906

Job Code: 37720V151116

Job Group: 3700 - INDUSTRIAL COMPENSATION AND INSPE

Job Established: 11/01/1993

Job Revised: 02/24/2006

Grade: 15 Salary (MIN - MID):

\$19,882-\$26,339 - Hourly

\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary

\$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides professional consultation, drafts reports, conducts actuarial analyses and manages related data pertinent to Special Fund benefit payments for workers' compensation awards; and performs other duties as required.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree.

#### **EXPERIENCE:**

Must have four years of administrative experience in Workers' Compensation programs.

#### **Substitute EDUCATION for EXPERIENCE:**

Certification as a Certified Public Accountant will substitute for two years of the required experience. Graduate study will substitute for the required experience on a year-for-year basis not to exceed two years.

#### **Substitute EXPERIENCE for EDUCATION:**

Additional administrative experience in Workers' Compensation programs will substitute for the required education on a year-for-year basis.

### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Performs and/or manages analyses of reserves and liabilities of the Special Fund in payments for workers' compensation benefits as needed for purposes of determining financial soundness, adequacy of reserves and compliance with laws or regulations. Provides technical assistance in the interpretation of awards of a varied and complex nature. Prepares and maintains a registry of all active claims against the Special Fund. Develops and modifies data processing procedures to supply information on Special Fund liabilities and assets as requested to personnel in the Labor Cabinet, Legislative Research Commission, Kentucky Workers' Compensation Funding Commission, and other related organizations. Prepares financial statement for the Fund. Develops and establishes accounting controls for the Payment Unit. Provides input for the budget regarding benefit payments. Responds to inquiries from employers, claimants, attorneys and other personnel regarding workers' compensation awards/funding. Advises employees and other division personnel of changes in workers' compensation laws affecting payment strategies. Prepares detailed analytical records and reports.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*